

Job Description
GRANT FUNDED

Job Title: Federal Programs Compliance Support Specialist **Supervisor:** Program Admin of Federal Programs
Position Code: **Pay Grade:** 29
Job Classification: Non- Exempt **Contract Length:** 245 Days

Job Summary

This position exists to function as part of the Federal Programs/Title I Part A, Title I Part D, Title II Part A, Title IV Part A and nine School Improvement Grant funded programs. The position is responsible for managing the overall grant financial efforts for support to Federal Programs Administrator and includes preparing financial budgets, reviewing and monitoring federal grants and transactions, be abreast of the current and updated compliance initiatives for both state and federal grant funds, billing, journal entries and grant preparation and reporting.

Essential Duties

1. Oversee overall Federal Programs grant financials for all federal program supervisors and program administrator as well as provide guidance to all title I school administrator associated with the grants to insure compliance.
2. Documents payments and expenditures for all grants within office (VPI, Title I Part A & D, Title II Part A, Title IV Part D, School Improvement Grant)
3. Optimize grant administration process and stay abreast of federal and state updates related to state and federal funding and state superintendent's weekly memos
4. Assist with the comprehensive and management of grant applications, data for internal and external reporting and annual audits
5. Maintaining and tracking accurate records related to budgets, amendments - ensuring complete and accurate financial activity related to the grant programs
6. Ensures reimbursements and budget amendments are accurate and processed in a timely manner
7. Preparing monthly financial reports detailing funds expenditures, balances, analyzes information with each grant supervisor and program administrator.
8. Coordination with the technology department and vendors on technology materials purchased for Title I schools and NNBHC to ensure compliance with state and federal grant funding regulations
9. Effectively monitor millions in grant funds through in office money management system (MUNIS) and state money management system (OMEGA)
10. Educates school staff on spending policies guidelines and ensures compliance. Allocate, disburse and monitor federal funds to schools and departments.
11. Engage with the Virginia Department of Education (compliance, amendments, coding, spend down)
12. Assist with the inventory of entire federal programs department and its entities across the divisions
13. Communicates with state to reconcile budget transfers and reimbursements. Conducts ongoing monitoring of compliant financial and paperwork across the program
14. Stays abreast of current regulations and procedures related to Federal Programs regulations and applicable local guidelines.
15. Provide one-on-one and group on-going support by engaging with school based bookkeepers, instructional supervisors, program administrators, business department, VDOE in regards to Federal and State process
16. Assist with the preparation for Request for Proposal (RFP) process.
17. Models nondiscriminatory practices in all activities.
18. Performs a variety of grant related task other such duties as may be required by program supervisors and administrator.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills & Abilities Required)

Associate's degree in Business or other related field and any equivalent combination of experience, training and education. Must possess knowledge of executive level support of grant finance management (budgeting, accounting and reporting) and be able to work under minimal supervision. Must have ability to exercise professional decorum. Must possess excellent organizational skills and the ability to handle details accurately. Ability to work effectively and maintain composure under pressure of short deadlines. Proficient in documentation management, electronic and paper-based. Must develop and maintain a strong knowledge base in with procurement law in relation to Federal and State grants. Must possess the ability to establish and maintain effective working relationships.

Working Conditions & Physical Requirements

The physical requirements described herein are representative of those which must be met by any employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions. Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter, and to perform; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment. While performing the duties of this job, the employee is occasionally required to attend both regular and unscheduled meetings and events, some of which take place outside of regular working hours.

Supervision Exercised: None

Supervision Received: Program Administrator, Federal Programs

This job description in no way states or implies that these are the only duties to be performed by this employee. The Federal Programs Compliance Support Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the Program Administrator of Federal Programs or other appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

Revised 08/2025